

TOWN OF WILMINGTON

PROTOCOLS FOR THE

MARCH 8, 2022 SPECIAL TOWN MEETING



In close coordination with requisite Town Officials, the Town Moderator is providing the following procedures in an effort to put forth the information Wilmington Voters will need in order to attend the March 8, 2022 Special Town Meeting.

VENUE

- Our March 8, 2022 Special Town Meeting will be held at the Shriners Auditorium, 99 Fordham Road. Attached hereto you will find a map with a layout of the physical meeting location. We ask that you please familiarize yourself with the location, and submit any questions you might have as soon as possible. You can call the Town Clerk's office at 978 658-2030 and/or you can email the Town Moderator at moderator@wilmingtonma.gov.

PRE-MEETING PROCEDURES, CHECK-IN, INFORMATIONAL MATERIALS / WARRANT

- Contact-free check-in will begin at 6:00 P.M. and Voters are asked to line up at each entry point.
- Informative materials and the Warrant have been posted to the Town's website on the Special Town Meeting page: <https://www.wilmingtonma.gov/special-town-meeting>. Copies of the Warrant will be made available at the meeting (when you check in you will be provided with copy of the warrant, a Voter card and any materials that have been submitted on behalf of the Town). Please download these materials to your phone, tablet and/or laptop if you are able to do so and consider bringing those devices to the meeting. All devices must either be put in silent mode or utilize earphones so as not to disturb other attendees. We will have a few screens to assist in viewing materials pertinent to the meeting.
- The venue will have public WIFI availability (network: Shriners Auditorium Guest).

SAFETY PROTOCOLS

- Chairs will be placed to ensure social distancing. Members of the same household may use chairs that are paired together.
- Masks or face coverings will be optional for all attendees.
- The Fez Room has been set up for individuals who do not wish to be in the auditorium (see SEATING/MEETING LOGISTICS).
- Microphone covers will be provided. Please remember to save it if you plan on speaking later in the meeting.
- Restrooms will be available at two locations as indicated in the attached layout.
- Hand sanitizing stations will be placed throughout the venue.

SEATING / MEETING LOGISTICS

- We ask that you please remain in your seats at all times except to speak, utilize a restroom, or exit the venue.
- Seats will be set up for single attendees or two attendees in the same household. All seating will be directly off a dedicated aisle so that no crossing of paths to a seat is necessary.
- The Fez Room has been set up for individuals who do not wish to be in the auditorium. Pat Giroux will be sworn in as an alternate moderator to administer to the Fez Room.
- Non-Voters will be allowed admittance to the March 8, 2022 Special Town Meeting, but must sit in the designated Non-Voting Section. If we are unable to seat all of the Voters in attendance in the Voting Section, we will need to utilize the Non-Voting Section to seat Voters, and Non-Voters may remain if there are enough remaining seats.

THE MEETING

- We ask all Voters to use courtesy in limiting their comment and questions to those that are germane to discussion, necessary and non-repetitive. Questions and new information are encouraged for the benefit of the meeting.
- Two microphones will be set up directly in front of the Moderator. Should you wish to speak, make your way to the microphone closest to you following the designated traffic routes of the meeting venue (being sure not to move backwards down the center aisle, as it is designated for forward progress only).
- Microphone covers will be provided. If you plan on speaking again, be sure to hang on to your microphone cover.
- Please ensure you bring any food and drink you might require to ensure you are comfortable throughout the meeting. We will allow small coolers to keep water, sports drinks and/or soda cold.



TOWN OF WILMINGTON ANNUAL TOWN MEETING LAYOUT SHRINER'S AUDITORIUM

